

New Employee Benefit	Election Window To Enroll From Start Date	Responsible Agency To Enroll You	Applicable Website For Info. or To Enroll
<b>Direct Deposit &amp; Fed. Tax Withholding</b>	<ul style="list-style-type: none"> <li>- First Pay Period</li> <li>- Anytime thereafter via paper forms or MyPay web</li> </ul>	<ul style="list-style-type: none"> <li>* Army; HRO Tech Pay</li> <li>* Air; Pease Finance Tech Pay</li> </ul>	mypay.dfas.mil
<b>Association of Civilian Technicians (Army &amp; Air) Labor Organization</b>	Anytime	<ul style="list-style-type: none"> <li>* Army; HRO Tech Pay</li> <li>* Air; Pease Finance Tech Pay</li> </ul>	www.nhpeas.ang.af.mil/hro/policy/contract.pdf
<b>NGAUS Long Term Disability</b>	<ul style="list-style-type: none"> <li>- 31 Days, Voluntary</li> <li>- Phys. Exam after.</li> </ul>	Doreen @ HRO	<a href="http://www.ngaus.org">http://www.ngaus.org</a>
<b>Federal Employees Group Life Insurance (FEGLI)</b>	<ul style="list-style-type: none"> <li>- 31 Days from start date as Perm Tech.</li> <li>- Phys. Exam after</li> <li>- Add upon Life Event</li> </ul>	Doreen @ HRO	www.opm.gov/insure/life/index.asp
<b>NGAUS Preferred Vision Care Plan</b>	Anytime	Self Enrolled	<a href="http://www.ngaus.org/index.asp?bid=191">http://www.ngaus.org/index.asp?bid=191</a> (Enroll here) <a href="http://www.preferredvisioncare.com">www.preferredvisioncare.com</a> (Provider directory)
<b>Federal Employees Health Benefits (FEHB) (Health Insurance)</b>	<ul style="list-style-type: none"> <li>- 60 Days</li> <li>- Open Season (Fall)</li> <li>- Chg upon Life Event</li> </ul>	Doreen @ HRO	<a href="http://opm.gov/08/insure">http://opm.gov/08/insure</a>
<b>FEHB Premium (non-taxable) Waiver</b>	<ul style="list-style-type: none"> <li>- 60 Days</li> <li>- Open Season (Fall)</li> <li>- Chg upon Life Event</li> </ul>	Doreen @ HRO	(By default all new employee's FEHB is non-taxable. Completion of this waiver is only necessary if you wish to have your FEHB taxed.)
<b>Federal Flexible Spending Accounts (FSA) or FEDFLEX</b>	<ul style="list-style-type: none"> <li>- 60 Days</li> <li>- Open Season (Fall)</li> <li>- Chg upon Life Event</li> </ul>	SHPS, Louisville, KY	www.fsafeds.com

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<b>Federal Long Term Care Insurance Program</b>	<ul style="list-style-type: none"> <li>- 60 Days (short form)</li> <li>- Long form after &amp; good health</li> </ul>	LTC Partners, Boston, MA	<a href="http://www.LTCFEDS.com">www.LTCFEDS.com</a>
<b>Tricare Dental for National Guardsmen (United Concordia)</b>	Anytime	Self Enrolled	<a href="http://www.tricaredentalprogram.com">www.tricaredentalprogram.com</a>
<b>Federal Employees Retirement System (FERS)</b>	Participation is Mandatory/Automatic	Automatically Enrolled.	<a href="http://www.opm.gov/retire/index.asp">www.opm.gov/retire/index.asp</a>
<b>Thrift Savings Plan (401k)</b>	Any time of year. No more Open Seasons	Doreen @ HRO	<a href="http://www.tsp.gov">www.tsp.gov</a>
<b>Active Duty 'Buy-Back' (or Military Deposit)</b>	Anytime; Interest starts to accrue upon 3rd yr. anniversary from start date as Tech.	HRO Retirement Section	
<b>Federal Employee's Compensation Act (FECA) (Worker's Compensation)</b>	Free Benefit; New Employees are Covered from First Day of Work	(You don't need to do anything)	<a href="http://www.dol.gov/esa/regs/compliance/owcp/INDEXofResources.htm">http://www.dol.gov/esa/regs/compliance/owcp/INDEXofResources.htm</a>
<b>Employee Assistance &amp; Work/Life Program</b>	Free Benefit; You and Your Family are Automatically Covered	(You don't need to do anything)	<a href="http://www.militaryonesource.com">www.militaryonesource.com</a> (All military members) <a href="http://www.rmccinc.com">www.rmccinc.com</a> (Air Nat. Guard & Civ. Employees) <a href="http://www.armyonesource.com">www.armyonesource.com</a> (Army Nat. Guard Employees)